Fiscal Year 2015

Year End Closing Schedule

For Fiscal Year End Workshop Demo, please visit the MIT Learning Center Catalog.

DATE	ACTIVITY
Friday, June 19, 2015 / 5:00 pm	> Travel Voucher cutoff, Period 12 > Deadline for FY15 Budget Changes
Monday, June 22, 2015 / 5:00 pm	> Deadline for New Cost Object requests for FY15 activity > Payroll - eSDS Non-Exempt Changes cutoff
Wednesday, June 24, 2015 / 5:00 pm	> Paper invoice cutoff, Period 12
Friday, June 26, 2015 / 5:00 pm	> eRFP cutoff, Period 12 (please do not send FY16 eRFPs until July)
Monday, June 29, 2015 / 5:00 pm	> Payroll – eSDS Exempt Changes cutoff
Tuesday, June 30, 2015 / 5:00 pm	> All internal provider activity closed > Final entries to all research and fund sponsored WBS - - *Necessary backup must be received in VPF to be posted* > Credit card activity closed (P-card verification cutoff); - General A/R billing activity closed
Tuesday, June 30, 2015 / Noon	> Journal Voucher cutoff, Period 12

Wednesday, July 1, 2015	> Period 12 closing process
	> Period 13 open
	  - closing journal vouchers; review JV activity in SAP
	  - review FY12 credit card transactions for need for accruals
	> *Data Warehouse unavailable July 1st for transition to FY 2016*

Thursday, July 2, 2015	> Notice of completion of Period 12 processing (actuals) > All June activity available online in SAP (EB and F&A applied)
Friday, July 3, 2015	Independence Day Holiday Observed
Friday, July 10, 2015 / Noon	> Period 13 Journal Voucher cutoff - *Only Budget Office can post activity after this point* > Administrative carryforward requests due > Period 14 open for posting @ 2:00 pm (VPF only)

Monday, July 13, 2015 / Noon	> Notice of completion of Period 13 processing (actuals)
	  - All activity available online in SAP (EB and F&A applied)
	  - Period 13 Data in the Data Warehouse

Wednesday, July 15, 2015 / Noon	> Budget & Financial Analysis Period 14 Journal Voucher cutoff > Run costing sheets only > Data in Data Warehouse morning of Thursday, July 16, 2015